



# STATE OF IOWA

CHESTER J. CULVER, GOVERNOR  
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES  
KEVIN W. CONCANNON, DIRECTOR

August 15, 2008

## **GENERAL LETTER NO. 23-H-7**

ISSUED BY: Bureau of Purchasing, Payments and Receipts, Division of Fiscal Management

SUBJECT: Management Manual, Title 23, Chapter H, *TRAVEL CLAIMS*, page 5, revised.

### **Summary**

This chapter is revised to reflect the current policies and procedures under the section, "DHS TRAVEL REIMBURSEMENT: Direct Billing."

### **Effective Date**

Immediately.

### **Material Superseded**

Remove from Management Manual, Title 23, Chapter H, page 5, dated April 14, 2006, and destroy it.

### **Additional Information**

Refer questions about this general letter to your area income maintenance administrator, your service area manager, or your regional collections administrator.

Claims for an event involving a direct bill are held until all participants have submitted a claim. Therefore, whenever possible, direct billing should be avoided. Instead each participant should be responsible for the participant's own expenses. Reimbursement for participants responsible for all their own expenses is through individual travel claims submitted by each participant.

Travel advances may be requested for out of state business trips as outlined in DAS-SAE Handbook procedure 210.310.

### **Procedures for Handling Direct Billing**

The employee responsible for the event shall complete a *Request for Exception to State-Wide Policy*, form 625-1329. The form must be initiated early enough to be presented to DAS-SAE at least three weeks before the event.

In those rare instances when a direct billing method has been approved, the person responsible for the event is responsible for receiving and submitting all travel payments related to the event. The person responsible for the event shall distribute travel payment forms at the event.

Each participant shall complete a travel payment form for additional expenses associated with the direct billing event. Employees may need to submit an additional travel payment for the direct billing event if they have miscellaneous expenses associated with a state vehicle. See [Miscellaneous State Vehicle Expenses](#) and [DAS-SAE Handbook procedure 210.131](#).

Participants shall return the individual travel payment forms to a designated person in charge of the event before their departure or within one day of the completion of the event. In this case, the person responsible for the event should sign the travel payment form for the supervisor.

Once all participants have submitted travel payment forms for any additional expenses related to the direct billing event, the person responsible for the direct billing shall complete a travel payment form for the direct billing including all necessary documentation.